

Schary, Claire

From: Musa Jaman [jaman@willamettepartnership.org]
Sent: Tuesday, November 05, 2013 1:33 PM
To: Schary, Claire
Cc: Carrie Sanneman
Subject: Re: Confirmation of EPA attendance at Alderbrook JRA mtg
Attachments: EPA Invite Letter_Wkshp#4_2013 07 19.doc.pdf

Hi Claire,

I spoke with Bill this morning and I gave him lodging figures (\$109.00 + 10.5% tax (\$11.45) = \$120.45). I've also attached the draft invitation letter (Bobby's out of the office today but I'll get his signature on it tomorrow and send you a signed copy).

Let me know if there's anything else I can do.

Thanks,
Musa

Musa Jaman
Exec. Asst./Office Manager

Willamette Partnership
4640 SW Macadam Ave, Ste 50
Portland, OR 97239
O: 503.946.8350
C: 503.999.0202

www.willamettepartnership.org

..... (•) / (•).....
..... (•) / (•).....

On Mon, Nov 4, 2013 at 3:54 PM, Schary, Claire <Schary.Claire@epa.gov> wrote:

Musa,

It looks like we are going to be able to fund our room costs and Bill's airfare. Please reserve rooms for each of us – me, Susan Poulson, Bill Stewart, and Dustan Bott. I assume we will be able to pay for our rooms when we check in. Chae Park and Christine Psyk will be attending for the first day only and therefore don't need rooms.

Also, please send me the same invitation letter for us four, covering our meals costs for both days, but with the date updated. You don't need to put Chae or Christine on the letter since they will only be there for lunch and it's a meeting where everyone else will be eating, so that doesn't require the same ethics approval, as I understand it.

Thanks!

-- Claire

Claire Schary

Water Quality Trading Coordinator

Watershed Unit / Office of Water & Watersheds

schary.claire@epa.gov / [\(206\) 553-8514](tel:(206)553-8514)

USEPA Region 10 / 1200 Sixth Ave, Suite 900 (OWW-135), Seattle, WA 98101